

GPO SHELF LIST CONVERSION PROJECT PLANS (January 10, 2005)

Retrospective Conversion

Retrospective conversion refers to the process of converting the information on the shelflist cards to machine-readable (MARC) bibliographic records in electronic form. This conversion process will be performed on ca. 600,000 cards in the shelflist (an additional 400,000 cards in the shelflist were produced by OCLC and represent GPO's records already in electronic form in OCLC).

The retrospective conversion process may be conducted in three ways:

- by using existing OCLC records that are from specific libraries that routinely do good cataloging work (CONSER libraries) or from libraries that have done retrospective projects for government documents (Five Colleges of Ohio).
- by creating them from the information on the shelflist cards,
- by using entries appearing in the *Monthly Catalog*, or from historic fiche/film representations of bibliographic information.

The resulting bibliographic records will be:

- loaded to GPO's Aleph database and be available by searching the OPAC,
- available for loading to OCLC Worldcat,
- available to the FDLP libraries and other users in batches.

Authority Control

Authority control processing will be conducted on all bibliographic records to ensure that all headings (e.g., corporate name, title, subject, etc.) conform to headings in the Library of Congress authority files, or, in the case of NASA publications, in the NASA authority files. The result will be corrected bibliographic records and the generation of authority heading records that will be loaded to Aleph.

Scanning

All of the ca. 1,000,000 cards in the shelflist will be scanned. Our goal is to create a copy of the shelflist that can be used for research purposes and the massive shelflist can then be permanently stored.